Procedures for the Submission of a Master of Public Health Thesis for Examination

Version: 25 November 2014

1. The supervisor provides details of three suitable examiners by completing and submitting a Recommendation for Appointment of Examiners form at least one month prior to the intended submission date.

2. The supervisor contacts two of the examiners to ensure they are willing to examine the thesis. One examiner is held in reserve.

3. The student submits three soft (temporary) bound copies of the thesis to the Academic Administrator together with a Candidates Submission Checklist and Declaration form.

4. The supervisor submits a Supervisor Certification form to accompany the submitted thesis.

5. The Academic Administrator forwards the thesis with a covering letter to each of the examiners together with:
   - Notes for Examiners which explains the requirements for a thesis;
   - an Examiners Report form; and
   - a Payment of Honorarium for Examination of Thesis form.

Note: (i) the honorarium payable is $250 and is paid by the Menzies School of Health Research.
(ii) examiners have 2 months to complete the assessment.

6. The Examiners Reports are returned to the Academic Administrator who writes an acknowledgment and thanks to each examiner.

7. The reports are forwarded to the Unit Coordinator, Research Project for an initial recommendation and then to the Director, Menzies School of Health Research or delegate for approval. This stage may require a recommendation from the supervisor if there is disparity in the reports.

8. The Academic Administrator writes to the student advising them of the recommendation and any required corrections, enclosing a copy of the examiners’ comments.

9. If corrections are required, the student submits the amended thesis together with the corrections recorded on the Thesis Table of Amendments form which includes an endorsement from the supervisor that the student has completed the necessary requirements for resubmission.

10. The Academic Administrator submits a grade to the Examinations Section of the Charles Darwin University.

11. The Academic Administrator advises the student to proceed to final binding of the thesis.

   Menzies will supplement the cost of binding to a maximum of $500.00

12. Two electronic copies (on CD) and five copies of the hard-bound thesis are lodged by the student and distributed by the Academic Administrator to:
   - the supervisor x1;
   - Central Health Libraries, Dept. Health: RDH and Alice Springs Campuses (x2 + one CD).
   - Charles Darwin University Library (x1 + one CD).

   One copy of the thesis is to be retained by the candidate.

13. The Academic Administrator recommends the student for graduation at the next Graduation Ceremony (May/October).